

I.	<u>Position Title:</u>	Secretary/Police Department	<u>Revision Date:</u>	10/00
			<u>EEO Code:</u>	Admin. Support
			<u>Status:</u>	Non-exempt

Under direct supervision of the Administrative or Investigations Chief, performs typing , maintains Police personnel files and confidential records; receives and handles telephone calls and walk-in public.

- Receives and handles telephone calls and walk-in public.
- Types various office correspondence, memoranda, and other documents for administration using word processing equipment.
- Responds to a variety of correspondence using own discretion with minimal direction.
- Sort and distribute office correspondence.
- Process all incoming invoices and statements for payment by Accounts Payable Department.
- Enter all payments in CCS Computer Program to establish and provide financial reports.
- Type minutes for Administrative Planning, Honorary Colonel's Meetings and/or detective meetings.
- Initiate billing statements to DEA and the Metro Gang Unit for overtime reimbursements for officers working for those agencies.
- Prepare and audit clothing allowances for Department
- Collect and deposit all cash/checks received by Department
- Coordinate and prepare Requisition for Purchase Orders for Department.
- Collect, process and audit tuition reimbursements.
- Enter time worked by staff members into payroll program.
- May handle various, specially assigned activities as designed by the Captain including facilitating projects, programs, research or report preparation.

- May be required to handle accounts payable for the Police Department.
- May order office supplies and equipment.
- May be required to handle duties for Executive Secretary in her absence.
- Perform other duties as assigned.

**Knowledge of:** Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; basic Police functions and activities.

**Responsibility for:** Great responsibility for the care, condition and use of materials and for making

decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them; making appointments for Police Administration.

**Communication Skills:** Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules.

**Tool, Machine and Equipment Operation:** Type 45 wpm; requires regular use of a computer, printer, copier, fax machine, telephone system, transcribing machine, adding machine and occasional use of a typewriter.

**Analytical Ability:** Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal work day due to constant exposure to deadlines; moderate physical exertion is present because of moderate stooping and kneeling required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_